

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

STATEWIDE

SEPTEMBER 28, 2005

4 PAGES

Title:	Registered Nurse	Position No.:	51503
Division:	Disability Services	Pay Grade:	14
Location:	Montana Developmental Center Boulder, MT	Union:	Non Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$16.19 hourly for employees new to state government (Pay exception)	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. on Wednesday, October 12, 2005. Applications may be faxed to 406-225-4414 (original application materials including original signatures must follow immediately).

SPECIAL INFORMATION: Shift and days off to be assigned.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Tom Dolan, Personnel Officer at (406) 225-4484. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES:

A. As a member of the Interdisciplinary Team for an assigned caseload, assesses health care needs and correlates those needs with other treatment and training needs.

ESSENTIAL JOB FUNCTIONS:

1. Evaluates the health care needs, writes the annual Health Services report which includes a health care plan, and performs the quarterly nursing assessment for each individual.
 - a. Performs nursing assessments using formal and informal evaluation tools.
 - b. Gathers and analyzes information through direct observations, file review, formal and informal assessment to identify health needs of the client.
 - c. Evaluates the individual's strengths and needs and identifies areas appropriate for ongoing care.
 - d. Evaluates the individual's potential for skill acquisition in personal health care.
 - e. Interprets assessment results in terms of the impact of health concerns and needs on the individual's functional daily life needs.
2. Serves the Interdisciplinary Team as the expert in health care issues.
 - a. Collaborates with team in prioritizing developmental needs, and developing the overall treatment plan based on the deficiencies, limitations, and capability of the individual.

AN EQUAL OPPORTUNITY EMPLOYER

1. **ESSENTIAL JOB FUNCTIONS:** - continued

- b. Consults with the team in planning, implementing, and evaluating health service programs and activities to ensure appropriate individualized treatment.
 - c. Coordinates individual health care services with other treatment services.
 3. Guides and consults in the development of skill acquisition procedures to address self-care to meet health and hygiene needs.
 4. Monitors the implementation of the health care component of the treatment plan in general and specifically the appropriate implementation of procedures and quality of nursing care delivered through observation of direct nursing care, residential and classroom training, and other staff and client activities.
 5. Tracks health treatment and progress and provides monthly documentation of each client's problems and/or care, including clinic visits, lab results, and reviewing medications.
 6. Assists the team in quarterly evaluation of the use of psychotropic medications, presents data to physicians at on-site and video conference clinics, and interprets program and drug interactions; with the QRMP prepares monthly psychotropic medication reviews and documents monthly psych/med reviews in the clinical file.
 7. Advises therapy professionals regarding the health impacts of adaptive equipment, mobility devices, augmentative communication devices, health care devices, or other professional services.
 8. Conducts or assists with individual and/or group training sessions as determined by the individual client's needs, writing progress notes and documenting data as assigned.
 9. With the team Social Worker, advises clients/family members/guardians in regard to specific health care or medication issues to obtain informed consent.
 10. Obtains specialized medical referrals, makes appointments with the community doctors, and accompanies assigned clients to provide professional consultation.
- B. Performs professional nursing duties to provide, maintain and restore clients' physical health.
1. Performs nursing assessments on patients upon admission to MDC by order of the primary physician or based on nursing judgment.
 2. Determines type, location and intensity of care including assessing the need for admission to acute care using the Nursing Process (assessment, Nursing Diagnosis, planning, intervention and evaluation), admitting clients for acute care, isolating clients when necessary, and calling physicians.
 3. Provides guidance and consultation to LPNs and direct care staff in regard to health related issues for specific individuals and in general.
 4. Provides direct nursing care to clients, including administration of medications and treatments, performing various tests, nursing interventions (venipuncture, catheterization, bolus IVS, etc.), providing first aid and emergency care as needed by order of physician or based on nursing judgment, and documents this in clinical charts.
 5. Initiates a nursing care plan for those admitted to the Health Care Unit, based on nursing assessment, reviews the plan as necessary, and directs, monitors, and oversees LPNs and direct care staff to carry out the plan.
 6. Consults with the physician(s) during acute care and clinic visits.
 7. Responds to medical emergencies and special needs situations in the absence of a physician and often with limited or no patient input using rapid assessment and directs and provides emergency interventions in order to stabilize the client's condition, as needed arranges emergency medical trips and calls for an ambulance. Transports clients to acute care or to community hospital when their condition requires skilled nursing during transport.
 8. Notifies family, guardians, MDC officials, coroners, etc., regarding client deaths or serious illness/injury in the absence of the Social Worker, per MDC policy.
 9. Receives and transcribes verbal and written physician's orders and FAXes medical orders to the pharmacist as necessary.
 10. Provides on-call professional nursing services for IV medication and Nursing Assessment of serious illness/injury as scheduled by the Health Services Coordinator and on an emergency basis in the absence of another Registered Nurse.

1. **ESSENTIAL JOB FUNCTIONS:** - continued

11. Conducts medical clinics (general, podiatry, psychiatric, ophthalmic) as assigned by Health Services Coordinator.
 - a. Schedules clients and distributes schedule to RNs, LPNs, residences and Client Records.
 - b. Documents treatment given, returns to clinic, and billing by physician.
 - c. Assists physician as needed during clinic.
 12. Provides MDC staff Hepatitis B vaccine, flu shots, tine tests, etc. as assigned.
 13. Provides specific and ongoing inservice training to LPNs, direct care and various other staff to meet facility needs.
 14. Provides input when performance evaluations are conducted on LPNs and Resident Care Aides.
- C. Provides a variety of other health care related duties as assigned which may include but not be limited to reviewing and clarifying physician's dictation as assigned and reviewing the pharmacy bill for accuracy as assigned by Health Services Coordinator.
- D. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where potential for injury or death is clear.
- E. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- F. Complies with HIPAA guidelines for Level 3 information - is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

QUALIFICATIONS:

Knowledge: knowledge of professional nursing theory, principles, concepts, practices, terminology and techniques; knowledge of the special health concerns of persons with developmental disabilities including the correlation between developmental disabilities and mental illness; knowledge of medications and uses and side effects; knowledge of established nursing protocols and procedures; knowledge of the care, treatment and training of persons with developmental disabilities; knowledge of human developmental sequence; knowledge of the ethical standards of the profession and regulations relating to ICF/MR services; knowledge of activities and treatment procedures for individuals with physical and mental handicaps; knowledge of professional literature as related to developmental disabilities; knowledge of educational methods and materials.

Skills: basic professional nursing skills, including emergency assessment and care of patients who often cannot express their needs or problems; skill in performing medical assessments; skill in the use of medical instruments and equipment; skill in evaluating individuals with developmental disabilities.

Abilities: Must have the ability to:

- 1) independently apply the above knowledge and skills to the diverse assignments of assessing clients, developing individualized treatment plans and applying complex nursing techniques to a wide variety of patient care situations in various fields of specialization.
- 2) assess health care needs in relation to overall treatment needs.
- 3) organize and prioritize work.
- 4) maintain a positive attitude and harmonious relationships towards clients, staff and the public.
- 5) transmit oral and written instructions of a professional nature in exact detail.
- 6) plan and supervise work of auxiliary staff.
- 7) maintain a variety of patient care and nursing service records and reports.
- 8) make accurate observations regarding patients' conditions and to act on those observations in a responsible manner.
- 9) work effectively and cooperatively as a member of an Interdisciplinary Team.
- 10) learn to use a computer and related software.
- 11) obtain a valid Montana Driver's License.
- 12) must meet physical critical demands of the position:
 - Lift 25 pounds frequently/70 pounds occasionally
 - Push/Pull force up to 50 pounds
 - Reach forward and below frequently/above shoulders occasionally
 - Remain on feet for extended periods of time occasionally

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation with a Bachelor's Degree in Nursing or graduation from an accredited School of Nursing, and three years of professional nursing experience. Experience in nursing case management is preferred.

Current Registered Nurse's License in the State of Montana is required for this position.

A training assignment at a lower level may be considered for individuals who have an appropriate degree but lack required experience.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a grade 14 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts", public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference checks. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632 or to Local Job Service Office. (PD-25. Rev. 05/03.)
3. Any relevant college transcripts, if not currently contained in the personnel file.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.
5. Copy of current licensure.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.